Information Systems Team Standard Operating Procedures

Job Title: Information Technology Programmer/Analyst II (Akemi M. Dean)

Job Summary: Support the Division's billing systems, develop new software, and enhance existing software.

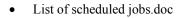
Tasks and Responsibilities - Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- DASID load. (Load valid DASID codes to the FleetAnywhere and PLUS systems) (D)
- Perform oversight of the Gascard file download and load to the Fuel database. (D)
- Perform all preparations related to Fuel billing. (M)
- Run and post Surplus billing. (M)
- Archive and delete FleetAnywhere logs. (M/AN)
- Perform DASID mass changes. (AN)
- Submit IT plans and budget information to DFO Administration. (Y)
- **Meet with IT employees to evaluate standards in the performance plans.** Performance plans need to be updated yearly as part of the evaluation. (Y/AN)
- Provide internal/external customers with needed reports/data. (AN)
- Perform Program Maintenance. (AN)
- Perform Program Development. (AN)
- Coordinate the Database Administrator function with ITS. (Any tasks relating directly to Database such as creating, tuning and enhancing database) (AN)
- Coordinate and follow up on assigned projects. (AN)
- Keep track of PC, laptop and server replacements(AN)

Important processes I am responsible for or part of?

Refer to the following documents in F:\users\common\Itdocs

- DBA-space problem.doc
- DBA-take down and start instance.doc
- FA erros.doc



• Surplus Billing Procedure.doc

Person(s) that back me up when I am on lunch, or take vacation/sick leave?

- The Programmers (currently, Judy Wilkins and Rich Hullinger) for technical tasks.
- The Deputy Director (currently, Margaret Chambers) for managerial tasks.